

## VEH99: Fleet Information Management System (FIMS) Statewide Contract

UPDATED: April 24, 2019

**Contract #:** VEH99  
**MMARS MA #:** VEH99\*  
**Initial Contract Term:** 05/01/2016 – 04/30/2019  
**Maximum End Date:** Two (2) year extensions to 2023  
**Current Contract Term:** 05/01/2019 – 04/30/2021  
**Contract Manager:** David Sargeant, 617-720-3118, [david.sargeant@mass.gov](mailto:david.sargeant@mass.gov)  
**UNSPSC Codes:** 43-23-15, Business specific function software

**Notes:** Last change date: 4/24/2019

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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## Contract Summary

This is a full service Statewide Contract to provide Fleet Information Management Systems (FIMS) to the Commonwealth of Massachusetts and Eligible Entities.

*UPDATES:* This Contract User Guide was updated to a new format on 8/6/2018.

## Contract Categories

This contract includes two (2) categories of services as listed below.

- Category 1: Executive Branch Light Duty Vehicles  
Category 2: Entity Vehicle Management (EVM)

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Pricing is set up as "a per vehicle per month model", the more vehicles per configuration across the group the less per vehicle cost.

A shared configuration across multiple municipal customers allows for a shared cost while security dictates Entity oversight only.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for VE99 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for VE99, visit [Master Blanket Purchase Order PO-16-1080-OSD03-SRC02-00000007857](http://MasterBlanketPurchaseOrderPO-16-1080-OSD03-SRC02-00000007857).
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for VE99 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Chevin Fleet Solutions LLC" Master Blanket Purchase Order (MBPO) for VE99 and can be accessed directly by visiting [Master Blanket Purchase Order PO-16-1080-OSD03-SRC02-00000007857](http://MasterBlanketPurchaseOrderPO-16-1080-OSD03-SRC02-00000007857).

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## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

#### Software Licenses

- Licensing fees are spread over all entities within the configuration, on a per vehicle per month basis over (24) months.

#### Ongoing monthly usage

- A monthly per vehicle charge will be assessed based on the inventory maintained within the FIMS system on the 15th of the month.

#### Professional Services

- If additional professional services are required, these would be individual entity fees that are outside of the established configuration fees. These charges may include, but not limited to: extra trainings, additional setup requirements, interfaces to entity specific services that are not shared with other entities. Professional Services are due within 45 days of invoice.

#### System Interfaces

- The Statewide Contract interfaces will take priority and will be a shared expense to only those entities that utilize the services (i.e. VEH100 Fuel Cards, VEH84A Maintenance Management, VEH103 Windshield/Glass replacement, etc.)

Purchases made through this contract will be direct, outright purchases.

### Pricing Options

- Pricing is set up as “a per vehicle per month model”, the more vehicles per configuration across the group the less per vehicle cost.

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- A shared configuration across multiple municipal customers allows for a shared cost while security dictates Entity oversight only.

### Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by completing a preliminary questionnaire called the “Prospective Entity Review Form” to identify appropriate Fleet Management Information System configuration. The questionnaire is included in this Contract User Guide.

### Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference VEH99 to receive contract pricing.

### Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

### How to Purchase From the Contract

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

Initial contact with the vendor should be sending the entity and fleet information via emailing the Prospective Entity Review form (below). The vendor will reach out to you within (48) hours with any clarifying questions regarding entity, fleet or process. Typically an initial meeting, either in-person, by telephone or via WebEx will be established to review information.

Once an invoice is downloaded and reviewed the process is as follows:

- Initiate a new requisition, making sure to select **Release Requisition** for Requisition Type.
- Search for an item on the **items tab** of the requisition; use VEH99 in the description field; to narrow your search, you can also enter the vendor you have chosen into the vendor name field.
  - Note: Make sure you reference the correct MBPO.
- Select the appropriate catalog line.
- Enter the total price.
- Attach the vendor invoice. Enter only one invoice per release requisition.
- Submit for approval.
- When sent to PO, the requisition will become a Completely Received Purchase Order.

For more information, see the [How to Create a Release Requisition and Purchase Order \(Contract Purchase\)](#) job aid.

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- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [How to Create an RPA Release Requisition](#) job aid.

## **Related Statewide Contracts**

OSD has other vehicle-related Statewide Contracts. For a complete list and to view the Contract User Guides, please visit <https://www.mass.gov/service-details/vehicles-transportation-and-road-maintenance>.

## **Emergency Services**

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## **Performance and Payment Time Frames Which Exceed Contract Duration**

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

## **Strategic Sourcing Team Members**

- Maureen Barends, Operational Services Division/Strategic Sourcing
- Lisa Westgate, Operational Services Division/Strategic Sourcing
- Alex Giannantonio, Operational Services Division/Office of Vehicle Management
- Karen Rasnick, Operational Services Division/Office of Vehicle Management
- Cheryl Cushman, Operational Services Division/Office of Vehicle Management

## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
**Chevin Fleet Solutions LLC (All contract documents)	<a href="#">PO-16-1080-OSD03-SRC02-00000007857</a>	No	Cynthia LaRoche	978-540-9970	cynthia.laroche@chevinfleet.com	Executive Branch Light Duty Vehicles  Entity Vehicle Management (EVM)	1% PPD – 30 days	N/A

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\*The Master MBPO is the central repository for all common contract files.

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## Prospective Entity Review Form

Complete this Questionnaire and email to:

[cynthia.laroche@chevinfleet.com](mailto:cynthia.laroche@chevinfleet.com) and cc: [david.sargeant@mass.gov](mailto:david.sargeant@mass.gov)

Contact information:

Entity Name:

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Contact Name:

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Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Check which Entity Type:

Executive ☐

Legislative ☐

Judicial Department ☐

Municipality ☐

Authority ☐

Quasi-public ☐

School ☐

Hospital ☐

Higher Ed ☐

Non-profit ☐

Other State ☐

Other entity designation ☐

Questions	Answers – please offer as much detail as possible
1. How many physical locations (workshops/departments) require access to the FIMS?	
2. What is the current FIMS in place/if no system what tools are being used?	
Questions	Answers – please offer as much detail as possible

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Questions	Answers – please offer as much detail as possible
3. Would you classify your current records regarding vehicles/drivers/maintenance as accurate?	
4. Are your current records available in a standardized electronic format?	
5. Please describe your fleet composition by quantity, type of equipment, etc.	
6. Do you track other types of assets? If so, do you plan on tracking these in the new system?	
7. Please provide a general overview of the quantity and type of additional assets you plan on tracking.	
8. Do you utilize key performance indicator(s) to assist with managing the fleet? If so please list examples.	
9. Do you track and report on accidents?	
10. Do you manage and run internal workshops? If so, how many?	
11. How many workshop staff do you employ?	
12. Do you outsource maintenance and repairs?	
13. Do you use VEH84a for maintenance?	
14. Do you use VEH84a for accident subrogation?	

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Questions	Answers – please offer as much detail as possible
Questions	Answers – please offer as much detail as possible
15. Do you manage stock and inventory?	
16. Do you need to bill internal departments for your services? If so, please describe your billing process (Include funding strategies; mark up, discounts, etc.).	
17. Do you use an electronic fuel system or commercial fuel card(s)? If so, please list systems and/or fuel card providers.	
18. Do you use VEH100 for fuel cards?	
19. Do you have internet access across all locations?	
20. Do you require system interfaces with other systems (i.e. Financial, HR or operational systems, lessors or external service providers, National Accounts, telematics, etc.) If so, please list systems and providers.	

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